

DDA 83-0451/2

3 MAY 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Elimination of Inefficiency, Waste, and Abuse

1. We have recently completed a review of our first full year of experience in managing all Agency copiers in the Directorate of Administration. On 1 October 1981, the Printing and Photography Division (P&PD), Office of Logistics, assumed responsibility for administering the Centralized Copier Management Program. Prior to this takeover by P&PD, the number of copy machines in the Agency had grown to 294, and the annual copy volume had reached 138 million at an annual cost for copier rental and maintenance of \$1,425,000.

2. With the consolidation by P&PD in FY-1982 of all funding for copier rental and maintenance, major administrative burdens were removed. Consolidated contracts and centralized funding made it possible to streamline the contract renewal process. The number of contracts which had to be administered each year was dramatically reduced as was the number of contract amendments. As a consequence of this effort, the present number of individual copier rental/maintenance contracts has been reduced to a total of 18 (compared to 270 in FY-1980). The number of copiers total 283, compared with 294 in FY-1980 despite an increase in the Agency's population during this time frame. All factors considered, the first year of this program has resulted in an overall savings of \$113,000 and over two man-years. These reductions were made without depriving Agency users of necessary copying facilities.

3. During the past four months, the Office of Information Services (OIS) has made a concerted effort to reduce the number of Agency forms. Through this effort OIS was successful in eliminating 313 forms, or 15 percent of the total number (2,033) which existed on 1 January 1983. The results of this reduction by directorate are as follows:

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	<u>Number of Forms</u>	<u>Forms Reduced</u>	<u>Percent Reduced</u>
DCI Area	400	56	14
DDA	1,022	143	14
DDI	179	26	15
DDO	297	46	15
DDS&T	135	42	32

Attached are more detailed data regarding the accomplishments of various Agency components in this effort.

4. We will continue to report periodically on these and other efforts to reduce inefficiency, waste, and abuse.

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Harry E. Fitzwater

Attachment  
Forms Reduction Statistics

Distribution:

- 0 - DCI
- 1 - DDCI
- 1 - EXDIR
- 1 - ER
- 1 - COMPT
- 1 - D/OIS
- 1 - D/OL

## FORMS REDUCTION STATISTICS

<u>COMPONENT</u>	<u>NUMBER OF FORMS</u> <u>1 January 1983</u>	<u>FORMS REDUCED</u>	<u>NUMBER OF FORMS</u> <u>8 April 1983</u>	<u>PERCENT REDUCED</u>
<u>DCI AREA</u>				
O/DCI	3	2	1	66 2/3
OP	341	30	311	9
OGC	11	0	11	0
OEXA	10	4	6	40
O/COMPT	25	14	11	56
ICS	6	4	2	66 2/3
HISTORY STAFF	1	1	0	100
OEEO	3	1	2	33 1/3
TOTAL	400	56	344	14
<u>DDA AREA</u>				
O/DDA	3	3	0	100
OC	79	15	64	19
ODP	55	10	45	18
OF	280	12	268	4
OIS	78	18	60	23
OL	193	35	158	18
OMS	97	14	83	14
OS	171	23	148	13
OTE	66	13	53	21
TOTAL	1022	143	879	14

<u>COMPONENT</u>	<u>NUMBER OF FORMS</u> <u>1 January 1983</u>	<u>FORMS REDUCED</u>	<u>NUMBER OF FORMS</u> <u>8 April 1983</u>	<u>PERCENT REDUCED</u>
<u>DDI AREA</u>				
O/DDI	18	4	14	22
OGI	29	5	24	17
OCR	87	9	78	11
SOVA	10	1	9	10
OCPAS	31	6	25	19
OSWR	4	1	3	25
TOTAL	179	26	153	15
<u>DDS&amp;T AREA</u>				
O/DDS&T	5	3	2	60
OSO	22	16	6	73
ORD	3	2	1	66 2/3
OD&E	11	0	11	0
NPIC	14	3	11	21
OTS	27	2	25	10
FBIS	53	16	37	30
TOTAL	135	42	93	32
<u>DDO AREA</u>				
DDO	297	46	251	15
GRAND TOTAL	2033	313	1720	15

NOTE: The components not listed under the DCI area and the DDI are not responsible for any official Agency forms.